

# Usage Statistics for *The BIG Guide Online*

## Introduction

Usage statistics are available to anyone who has been designated as an Administrator for *The BIG Guide Online*. If your school has not yet assigned an Administrator, you must contact Richard Berthelsen [richard@workingoverseas.com](mailto:richard@workingoverseas.com) at the client services department at *The BIG Guide*. Administrators have access to extra menus in the “My Guide” menu (see # 2 in the diagram below).

## How to assign other staff as an administrator for *The BIG Guide Online*

Administrators have the power to assign new Administrators by going to the *My Guide* page (see #1), choose *Account Management* (see #3), search for the staff person by filtering on their e-mail address (see #7) and click on “no” and change this to “yes” (see #6).

## How to access usage statistics

Go to the *My Guide* page (see #1). Choose *Account Management* (see #2). The *List* tab (see #4) shows the full list of your users where you can search for users (see #7). If you want to see a full list of users and generate your own usage statistics, choose the *Export* tab (see #5) and export the full list of user to Excel where you can then count the number of users and generate more detailed statistics by coding the various columns of data using Excel. CAUTION: When exporting to excel, you data should appear in columns (See Diagram Two). If it does not appear this way and all the data is truncated into one column with the fields separated by commas, you should “first” save the file and then retrieve it into Excel.

DIAGRAM ONE

The screenshot shows the 'Account Management for ABC College: Smithville Campus' page. The left sidebar contains a 'MY GUIDE' menu with items like 'My Learning Path', 'My Bookmarks', 'My Notes', 'My Inventory of International Skills', 'My School', 'My School Network', 'License Management', 'Account Management', and 'My Profile'. The main content area has tabs for 'List' and 'Export ABC College: Smithville Campus'. Below the tabs is a search filter for users with options for Email, Domain, Product, Status, State/Prov, and Country. A table below shows user statistics with columns for Id, Sessions, Product, Last access, Expiry, and Administrator. The 'Administrator' column for 'richard@workingoverseas.com' has a 'no' status circled with a handwritten '6'. A 'Filter' button is circled with a handwritten '7'.

Id	Sessions	Product	Last access	Expiry	Administrator
itmanager@workingoverseas.com	yes	2MFREE	2009-10-28	2009-11-30	yes
jmhachey	yes	2MFREE	2009-10-28	2019-03-22	no
richard@workingoverseas.com	yes	2MFREE	2009-10-28	2010-10-01	no
quest11@workingoverseas.com	yes	2MFREE	2009-10-27	2010-08-18	no

## DIAGRAM TWO

This is how your data should appear when exporting to Excel. The data appears in separate columns.

The screenshot shows an Excel spreadsheet with the following data:

1	Uid	Login	Email	Last Acces	Group Me	Subscrip	Expiry Dat	Administr	Order ID	First Nam	Last Name	Gender	Age	Education	Role	Where dic	Details	Faculty/D	State /	Prcc	Country
2	16239	it@brocku.it	it@brocku.it	#####	Brock Univ	2MFREE	#####	1		IT-Guest	Visitor				Non-Faculty-Staff	Career Services		ON		Canada	
3	19337	kw08td@l	kw08td@l	#####	Brock University	#####				Kaitlin	Witter				Student		2009 Mathemat	ON		Canada	
4	11848	ew05fb@l	ew05fb@l	#####	Brock University	#####				Eric	Withers				Student		2007	ON		Canada	
5	19198	ssugamori	ssugamori	#####	Brock University	#####				Stephanie	Sugamori				Other		Coordinat Business C	ON		Canada	
6	18966	ma06iq@l	ma06iq@l	#####	Brock University	#####				Mike	Armstrong				Student		2007 Business C	ON		Canada	
7	16237	guest@br	guest@br	#####	Brock Univ	2MFREE	#####			Guest	Visitor				Non-Faculty-Staff	Career Services		ON		Canada	
8	10208	lkuiper@l	lkuiper@l	#####	Brock University	#####		1		Lisa	Kuiper				Faculty	Career Services		ON		Canada	
9	18694	jl07gb@br	jl07gb@br	#####	Brock University	#####				Jennifer	Long				Student		2008 Sociology	ON		Canada	
10	18825	fgoldswor	fgoldswor	#####	Brock University	#####				Filomena	Goldsworthy				Non-Faculty-Staff	Relationsl	Co-op Pro	ON		Canada	
11	18733	bb07ay@l	bb07ay@l	#####	Brock University	#####				Brandy	Breault				Student		2010 Humanitie	ON		Canada	
12	18717	sd07lk@b	sd07lk@b	#####	Brock University	#####				Samantha	Del Duca				Student		2008 Visual Art	ON		Canada	